

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140099-4
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS-OTR-LS-13

1. TITLE OF REPORT (if a fill-in report include Form No.)

EQUIPMENT INVENTORY

2. TYPE
OF
REPORT
☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input checked="" type="checkbox"/> PERSONNEL	<input type="checkbox"/> TRAINING
<input checked="" type="checkbox"/> LOGISTICS	<input type="checkbox"/> SECURITY
<input type="checkbox"/> MEDICAL	<input type="checkbox"/> FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

<input type="checkbox"/> YES	<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/> NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Logistics Memo

10. PREPARING COMPONENT (include lowest level
contributing information to report)

C/LS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

none

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	8.00		10		80.00		1		87.20
GS-05	3.60		2		7.20				

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$87.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Logistics requires a complete report on all equipment.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE
MAN-HOURS
0DOLLARS
0

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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21. September 1970

LS/TR

FORM 142
9-70

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